

**ROBERTO TAMBINI
CHIEF EXECUTIVE**

Please reply to:

Contact: Liz Phillis
Service: Corporate Governance
Direct line: 01784 446276
Fax: 01784 446333
E-mail: l.phillis@spelthorne.gov.uk
Our ref: LP/OSCTTEE
Date: 29 March 2011

NOTICE OF MEETING

OVERVIEW AND SCRUTINY COMMITTEE

DATE: TUESDAY 5 APRIL 2011

TIME: 7.30PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, KNOWLE GREEN, STAINES

TO: ALL MEMBERS OF THE OVERVIEW AND SCRUTINY COMMITTEE

Ms P.A. Broom (Chairman)
S.J. Rough (Vice-Chairman)
Miss M.M. Bain
Mrs E.M. Bell
S.E.W. Budd

K. Chouhan
A.P. Hirst
H.R. Jaffer
D.L. McShane
Mrs I. Napper

Mrs C.E. Nichols
L.E. Nichols
Jack D. Pinkerton
Mrs M.W. Rough
G.F. Trussler

EMERGENCY PROCEDURE

In the event of an emergency the building must be evacuated. All Members and Officers should assemble on the green adjacent to Broome Lodge. Members of the public present should accompany the Officers to this point and remain there until the Senior Officer present has accounted for all persons known to be on the premises.

THE LIFT MUST NOT BE USED

If you would like a copy of this agenda or the attached reports in a larger print please contact Liz Phillis (01784) 446276 or Email l.phillis@spelthorne.gov.uk

IMPORTANT PUBLIC NOTICE

MOBILE TECHNOLOGY – ACCEPTABLE USE

Use of mobile technology (e.g. mobile telephones, Blackberries, XDA's etc.) at this Committee can:

- Interfere with the Public Address [PA] and Induction Loop systems;
- Distract other people at the meeting;
- Interrupt presentations and debates;
- Mean that you miss a key part of a decision taken.

PLEASE:

Either switch off your mobile telephone, Blackberry, XDA etc. **OR** switch off its wireless/transmitter connection and sound for the duration of the meeting.

THANK YOU FOR YOUR CO-OPERATION IN THIS MATTER

A G E N D A

Timing		Agenda item	Lead
7.30pm	1.	APOLOGIES To receive any apologies for non attendance	Chairman
	2.	DISCLOSURES OF INTERESTS To receive any disclosure of interests from members in accordance with the Overview and Scrutiny Procedure Rules.	Chairman
	3.	MINUTES Page Nos. 5 - 10 To confirm the minutes of the meeting held on 1 February 2011 <i>If any member of the committee has any issues arising from the minutes of this meeting that they wish to raise at the meeting please inform Brian Harris the Assistant Chief Executive 24 hours in advance of the meeting.</i>	Chairman
7.35pm	4.	MATTERS ARISING FROM THE MINUTES Review of Community Safety – Update Page Nos. 11 - 14 Briefing paper from the Head of Community Safety and Corporate Governance is attached for information. If any member would like to discuss any particular aspect prior to or after the meeting please notify Brian Harris the Lead Officer to scrutiny on 01784 446249 or email b.harris@spelthorne.gov.uk	Tim Kita, Head of Community Safety and Corporate Governance Brian Harris Assistant Chief Executive
	5.	CALL IN OF CABINET DECISIONS No decisions have been called in for review.	Chairman
7.45pm	6.	ICT FEEDBACK REPORT Page Nos. 15 - 21 Briefing paper from the ICT Manager is attached for information If any member would like to discuss any particular aspect prior to or after the meeting please notify Brian Harris the Lead Officer to scrutiny on 01784 446249 or email b.harris@spelthorne.gov.uk	ICT Manager Helen Dunn Brian Harris Assistant Chief Executive
7.50pm	7.	ALLOTMENTS Page Nos. 22 - 23 To receive a presentation from the Officers on allotments. In support of the presentation a briefing paper is attached.	Dr Sandy Muirhead, Head of Sustainability and Leisure Sabena Sims Parks Strategy Manager

8.15pm	8.	PROCUREMENT UPDATE To consider the attached report of the Chief Finance Officer	Page Nos. 24 - 28 Terry Collier, Chief Finance Officer
8.40pm	9.	UPDATES ON PARTNERSHIPS To consider the attached report of the Assistant Chief Executive	Page Nos. 29 - 33 Brian Harris, Assistant Chief Executive
9.05pm	10.	REVENUE BUDGET CARRY FORWARD REQUESTS To consider the report of the Chief Finance Officer on the list of carry forwards Report to follow	Adrian Flynn, Senior Accountant
9.35pm	11.	CAPITAL BUDGET CARRY FORWARD REQUESTS To consider the report of the Chief Finance Officer on the list of carry forwards Report to follow	Adrian Flynn, Senior Accountant
9.55pm	12.	WORK PROGRAMME A draft work programme for the next meeting is attached	Page No. 24 Chairman
	13.	ANY OTHER BUSINESS If any member wishes to raise an issue at the meeting could you please notify Brian Harris, Assistant Chief Executive on 01784 446249 or email b.harris@spelthorne.gov.uk 24 hours prior to the meeting otherwise the request may not be accepted	Brian Harris, Assistant Chief Executive

MINUTES OF THE OVERVIEW AND SCRUTINY COMMITTEE

TUESDAY 01 FEBRUARY 2011

Present:

Councillor Ms P.A. Broom (Chairman)

Councillors:

Miss E.M. Bell

Mrs C.E. Nichols

Mrs M.W. Rough

K. Chouhan

L.E. Nichols

G. F. Trussler

A.P. Hirst

Apologies: Councillor S. J. Rough (Vice Chairman) and Councillors Miss M.M. Bain, S.E.W. Budd, H. R. Jaffer, D.L. McShane, Mrs I. Napper and Jack D. Pinkerton

Cabinet Members in attendance: The Chairman had invited the following Cabinet Members to attend the meeting and take part in the discussions on those items relevant to their Portfolio

Councillor J.D. Packman took part in the proceedings of the confidential minute number 30/11 and Councillor Mrs D. Grant took part in the proceedings of minute number 25/11

16/11 DISCLOSURES OF INTERESTS

None reported.

17/11 MINUTES

The minutes of the meetings held on the following dates were approved as a correct record:

Special Overview and Scrutiny Committee - 20 October 2010

Overview and Scrutiny Committee - 2 November 2010

Crime and Disorder Committee - 2 November 2010

18/11 MATTERS ARISING FROM THE MINUTES

At the Crime and Disorder Scrutiny Committee meeting held on 2 November 2010 consideration was given to the review being undertaken by the County Safer, Stronger Board on community safety services across the county. It was indicated that the findings of the review would be circulated to all committee members in December 2010 (or as soon as completed). The Chairman of the Committee reported that this had not been possible as the review was taking longer than anticipated. The findings would now not be available until February/March 2011. The Chairman agreed that the matter would be considered by the Committee at the next meeting on 5 April 2011.

19/11 BUSINESS IMPROVEMENT PROGRAMME UPDATE

The Committee received the briefing paper providing an update on the Council's Business transformation programme which had been included on the agenda for information. The Chairman reminded the committee that members had the opportunity to submit specific questions direct to the Lead Officer for scrutiny.

20/11 ORDINARY WATER COURSES UPDATE

The Committee discussed with Sandy Muirhead, the Head of Sustainability and Leisure the briefing paper on the management and maintenance responsibilities for watercourses within the Borough. The Committee noted that clearance work to the highest priority ditches had been undertaken and that further ditch clearance work was planned for 2011/2012.

The Chairman reminded the officers of the importance of keeping Ward councillors up to date with watercourse management issues and in particular the situation with Sweep Ditch.

The Officer reported on future works being undertaken in line with the council's policy on watercourse management to enforce riparian ownership responsibilities and associated issues.

RESOLVED that the briefing paper from the Head of Sustainability and Leisure be received and the action being taken noted.

21/11 CALL IN CABINET DECISIONS

No decisions had been called in for review.

22/11 2010 – 2011 REVENUE MONITORING REPORT

The Committee discussed with Adrian Flynn, Senior Accountant, the Revenue monitoring report outlining the current spending and income figures for the period April to December 2010, which revealed that £8,909m had been spent against the full year budget of £13,851m. The Committee noted that the interest earned for this period was £313k with a full year earnings forecast of £391k.

During the discussion the Officers responded to numerous questions raised by members of the committee and agreed to provide additional information in relation to temporary car parking staff and the agency agreement for on street parking with the new agreement commencing in April 2011. The officers further agreed to investigate the feasibility of Green Johannes being made available for residents.

RESOLVED that the report of the Chief Finance Officer outlining the current revenue spend and projected outturn position for the period April to December 2010 be noted.

23/11 2010 – 2011 CAPITAL MONITORING AND PROJECTED OUTTURN REPORT

The Committee discussed with Adrian Flynn, the Senior Accountant, the Capital monitoring report which covered the period April to December 2010.

Minutes of the Overview and Scrutiny Committee, 01 February 2011 -
Continued

He reported that £1,305k had been spent to date against an original budget of £2,004k and a revised budget of £2767k.

During the discussion the officers responded to numerous questions raised by members of the Committee and agreed to provide additional information in relation to improvement projects and the Sea Cadets relocation to the Lammas.

The Chairman on behalf of the Committee expressed her concerns and disappointment that some Heads of Service had not provided progress comments on the capital projects under their responsibility. The Chairman agreed to email all concerned to highlight the importance of providing such information.

RESOLVED that the report of the Chief Finance Officer outlining the Capital monitoring position for the period April to December 2010 be noted.

24/11 SUSTAINABLE DEVELOPMENT STRATEGY UPDATE

The Chairman of the Committee invited Lucy McSherry, Sustainability and Waste Officer to give Members of the Committee a short presentation. The presentation provided details of achievements in reducing waste and energy and had informed Members of current energy saving projects.

A copy of the presentation is **attached**.

A general discussion took place on the progress with the action plans which covered 8 main areas of: (1) Energy and Climate Change, (2) Water, (3) Biodiversity and Green Spaces, (4) Transport, (5) Waste, (6) Sustainable Procurement, (7) Planning and (8) Awareness raising. The Committee indicated that it would be helpful if further information could be included in the action plans such as dates of actions, whether a function is statutory or discretionary function, and then within priority order.

The committee noted the success of the Tothill car park project which had produced significant savings and it was anticipated that similar savings could be made at other car parks.

The committee in acknowledging the limited resources available discussed the success of the continued and increased work with schools to develop their knowledge and understanding of sustainable development matters. The committee felt that perhaps it was time to move this focus away from schools to the adult section of the local community as well as working more closely with the super markets.

The Chairman asked that the Officers look at this aspect and report back to the committee with suggestions of how they feel this could be best taken forward.

The committee noted that strategies were being produced on open spaces and allotment and asked that a briefing paper on the allotment strategy be submitted to the next meeting of the committee. The briefing paper should include the current number and usage of allotment plots.

RESOLVED that:

- (1) The progress report of the Assistant Chief Executive outlining progress made on the Sustainable Development Action Plans be received;
- (2) The Cabinet be advised that the updates be accepted as an accurate record of progress against the Sustainable Development Strategy and that a further update be provided in six months;
- (3) The information on the action plans be enhanced as indicated at the meeting including identifying statutory and discretionary functions and indicating which are high, medium and low priorities for the Council;
and
- (4) A briefing paper on allotments be submitted to the next meeting of this committee.

25/11 PARKS AND OPEN SPACES STRATEGY 2010/202

The Cabinet Member responsible for Young People and Culture, Councillor Mrs D. Grant, was in attendance at the meeting and took part in the discussion.

The Chairman of the committee invited Sandy Muirhead, the Head of Sustainability and Leisure, to give a short presentation on the current plans for parks and open spaces within the Borough. During the presentation specific details were provided covering funding, community engagement and the current project to upgrade and refurbish Laleham Park.

A copy of the presentation is **attached**

The Committee agreed that to maximise the use of park facilities there must be more involvement with Borough residents, children and Councillors. The Committee also identified the need for footpaths to be improved and linked in with parks to encourage residents to use parks and open spaces more.

The Committee raised concern that there was a need to consult councillors more fully about the upgrading and refurbishing of open spaces to ensure that tree planting and other environmental improvements were undertaken in the appropriate areas of the Borough.

Discussion took place on the location of public open spaces and park facilities within the Borough. Concern was raised at the lack of playground facilities in the Sunbury East Ward for which there was a demand by local residents. The Committee requested that Environment Services undertake research into areas of the Borough which are deficient of parks and open spaces for future consideration.

A discussion had also taken place about the allocation of funding and resources for parks and open spaces. The committee were pleased to note the previous successes the Council had of obtaining external funding via Liveability and Playbuilder. The latest application for Heritage Lottery funding needed to be submitted by 28 February 2011 and if successful would be used to refurbish Laleham Park. It was identified that ward councillors including the Chairman of the committee should be involved in the work for the funding bid and if successful with the consultation that would be undertaken

Councillor Packman the Leader of the Council agreed to investigate the feasibility of re introducing a right of way at Kempton Park which under the legal agreement for the nature reserve had been lost.

During the discussion on the general aims of the strategy and to help the committee scrutinise the document in the future it was felt that there was a need to identify the Council's main priorities within the action plan.

RESOLVED to receive the report of the Assistant Chief Executive on the implementation of the Parks and Open Spaces Strategy and associated action plan.

26/11 PLAYING PITCH STRATEGY

The Committee noted that the report outlining the progress of the playing pitch strategy action plan had been included on the agenda for information only. The Chairman reminded the committee that members had the opportunity to submit specific questions direct to the Lead Officer for scrutiny.

27/11 CABINET FORWARD PLAN

The Committee received the Cabinet forward plan.

28/11 WORK PROGRAMME 2010/2011

The Committee noted that the Chairman would continue to review the work programme and identify issues for the committee to look at.

During the course of the meeting various topics were identified for inclusion in the work programme including a discussion paper on allotments for consideration at the next meeting in April 2011, a further report on sustainable development covering ideas on how to work more closely with the adult section of the community and supermarkets, and the outcome of the review being undertaken by the County Safer, Stronger Board on community safety services across the county.

In addition the Chairman reminded the committee that if they have any topics they wish to be considered for inclusion in the work programme details should be sent to the Chairman and Brian Harris, Assistant Chief Executive.

RESOLVED that the work programme be received and the action being taken by the Chairman be noted.

29/11 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting in view of the likely disclosure of exempt information within the meaning of Paragraph 3 of schedule 12A of the Local Government Act 1972 as amended by the Local Government Access to Information Act 1985 and by the Local Government Access to Information Variation Order 2006.

30/11 STANWELL NEW START PROJECT – UPDATE ON DECISIONS AND NEGOTIATIONS (PARAGRAPH 3)

The Chairman invited the Deputy Chief Executive, Nigel Lynn, to give members of the Committee a short presentation on the project. The Deputy Chief Executive provided details of the individual phases of the housing development and the additional community facilities, including open spaces

and play areas to assist in the regeneration of the housing situation in the Stanwell area.

Councillor Packman had commented that the work undertaken by A2 Dominion had been a success and that the project would lead to excellent modern facilities which would be much appreciated by the Stanwell community. The Committee discussed with Nigel Lynn the financial consequences of the project on the Council including the profitability of the land site. Nigel Lynn commented that consultations had taken place with A2 Dominion, who are part funding the development, to consider alternative options and ensure that the best value and use of the site could be achieved with the temporary transfer of council land.

In reference to the report submitted to Cabinet, the committee considered the issue of transferring the land site at "undervalue". Nigel Lynn informed the Committee that the Cabinet had to decide on the permissibility of this under the General Disposal Consent and the application of section 123 of the Local Government Act 1972. The Committee discussed at length the risks involved under the revised heads and terms of the agreement, in particular assessing the financial position of A2 Dominion to complete the entire phases of the development without detriment to the Council.

RESOLVED that the confidential report of the Deputy Chief Executive outlining the current position of negotiations, the risks involved and the steps taken to mitigate those risks be received.

31/11 ANY OTHER BUSINESS

No notification of further business was received.

Review of Community Safety – Update
Head of Community Safety and Corporate Services

1. Introduction

- 1.1. My previous, interim, report on the Community Safety review is **attached** as a reminder. I promised to provide an update once the County Safer Stronger Partnership and our own Safer, Stronger Partnership had met again to consider/agree the governance and funding issues referred to in my earlier report.
- 1.2. The Spelthorne Partnership met on 3 March, the County Partnership on 15 March. The outcomes are as follows:-

2. Governance

- 2.1. The principles set out in the earlier report have been re-affirmed, in particular, that local Partnerships will be free to determine their own structures, both in terms of strategy and delivery of priorities. There is to be encouragement for a review of structures “to achieve greater efficiencies in organisation and administration”.
- 2.2. At County level, Governance Boards responsible for managing the Community Safety agenda fall into 3 areas, – justice, security, safeguarding – and include Boards or Groups for Criminal Justice, Integrated Offender Management, Safeguarding for Children/Adults, Multi-Agency Public Protection, Local Resilience Forum and Domestic Abuse. This structure is complex, dysfunctional and costly as each Board has dedicated support.
- 2.3. The proposal is to create a new Board – “Public and Community Safety Board” to encompass the key functions listed above. Its main function would be high level strategy, priority setting, funding and commissioning of pan Surrey services such as drugs and domestic abuse.
- 2.4. Views of the existing groups are to be sought with a view to the new structure being implemented from October 2011.
- 2.5. This is a radical leaner structure that rationalises the current structure, saves time and money and will provide for more integrated service planning
- 2.6. The structure and membership of Country-wide groups beneath this new Board is to be changed – each area will have a Management Board and Operational Delivery Groups. Again this will reduce the number of Groups and produce savings.

3. Finance

- 3.1. The proposed allocation model was adopted by the County Partnership. This equated to a 20% funding reduction for 2011/12 – the total allocation to Surrey is £942,571
- 3.2. Domestic Abuse, alcohol abuse, initiatives tackling the latter and various anti-social behaviour initiatives are to be funded centrally – monies ‘top sliced’ from the overall allocation totalling approximately £400,000.

- 3.3. The allocation to Local Partnerships is approximately £372,000 (54% reduction overall) with reserves of approximately £90,000. The latter may be allocated to local Partnerships later in the year
- 3.4. For Spelthorne the allocation is £38,357, a 54% reduction.
- 3.5. The Spelthorne Partnership has agreed its budget for 2011/12 based on this allocation and the income received from Partners - £35,000- in line with County and local priorities. The Partnership will continue to fund key projects and has specifically agreed to provide funding for the ASB Officer (but to work 4 days p/w from current 5) and the Neighbourhood Watch Co-ordinator (18 hours p/w, as at present) with sponsorship from BP, and Junior Citizen. Other funding applications are to be considered by the Finance sub-group shortly
- 3.6. The Partnership will no longer provide funding for the Stanwell Warden
- 3.7. Despite the cuts, the Partnership has been able to provide resources to take forward the Community Safety priorities agreed for 2011/12 and will have a small balance to carry forward to 2012/13.
- 3.8. For 2012/13 the Government has already announced a further 40% cut in overall funding. This will significantly impact at both County and local level and the County Board will be meeting again in June and August to agree a financial model for 2012/13 that will inevitably present major challenges.
- 3.9. The new Police and Crime Commissioners will be in place from May 2013 and will have responsibility for funding from that time
- 3.10. Overall it is hoped that the new structures, spending priorities and finance model adopted this year and next, will provide an effective and efficient way of delivering community safety in Surrey in the lead up to the election of the new Commissioners.

Report Author:

Tim Kita - Head of Community Safety and Corporate Services

01784 44 6243

COMMUNITY SAFETY REVIEW – UPDATE

At the Overview & Scrutiny Committee meeting on 1 February 2011, I reported, amongst other things, that a Review was being undertaken into the governance and finance issues related to community safety across Surrey – driven by proposed spending cuts and the need to ensure that structures were lean, fit for purpose', were best placed to deliver effective outcomes and offered value for money.

In terms of 'governance' issues, the County Safer and Stronger Partnership considered the commissioned Review on 2 February. The Review examined existing structures and resources – both financial and staffing – and looked forward to changes over the next 12 months and beyond. In particular, a Policing and Crime Commissioner is to be elected in 2012 who will have responsibility for allocating funding to both Police and Partnerships. There are also a number of legislative changes, e.g. National Policing Bill that will impact.

The Review looked at a number of options, and the Partnership agreed a set of principles and priorities to provide shape and direction for more detailed proposals, as follows:-

- A desire to do something different and to rationalise structures
- The focus of the Review should go wider to include safeguarding and public safety
- Local delivery (CIAGs and JAGs) are critical and should be enhanced
- Strategic priorities should focus on domestic abuse, alcohol, drugs, anti-social behaviour and Prolific Offenders
- The Review should not seek to or impose to redesign local governance arrangements
- Scrutiny functions could be further developed

In addition, a number of changes were agreed to make best use of resources, eg:-

- i) Strategic Assessments are currently undertaken annually by all 11 Partnerships – in future this can be undertaken centrally in liaison with Partnerships
- ii) A review of the large number of County-wide Groups -to rationalise them.

From Spelthorne's point of view, the outcome is to be welcomed as it reflects our suggestions and responses but further work is being undertaken by the County Board to arrive at a set of detailed proposals that can be implemented.

In terms of finance, the Government only announced the final allocations for Partnerships in early February. For Surrey, this equated to a 20% reduction for 2011/12 compared to the current year.

On behalf of the County Board, and adopting the priorities referred to above, the Chief Constable has proposed an allocation model for 2011/12 that

involves a 'top slicing' of funds for priority County-wide schemes, an allocation to Partnerships and retention of some reserves.

Across all Partnerships this results in an average 45-55% reduction for 2011/12; for Spelthorne a 54% reduction – from £85,961 to £38,357. The Home Office has also announced that the Budget for 2012/13 will be reduced by 60% of this year's.

Clearly the level of cuts proposed for 2011/12 and 2012/13 are extremely high and whilst the County Board has yet to endorse the draft allocations (14th March meeting), it is likely that they will be endorsed or only changed at the margins.

For Spelthorne (and for all Partnerships), there is a need to review commitments, spending plans and resources. The Spelthorne Partnership meets in early March to consider these issues and to give direction.

Inevitably there will be an impact in a number of areas but we are hopeful that with contributions from Partners, some sponsorship and a strong and robust review of funding applications, we can deliver on our priorities and action plans for 2011/12. For 2012/13, with a headline 60% cut, the picture is less certain but there are many factors that can change between now and then.

Once final decisions have been taken, I will be able to update Members.

Report Author:

Tim Kita - Head of Community Safety and Corporate Services

01784 44 6243

**ICT FEEDBACK REPORT FOR TASK GROUP OF OVERVIEW AND
SCRUTINY COMMITTEE**

**Information Only Report
Report of the ICT Manager
REPORT SUMMARY**

How does the content of this report improve the quality of life of Borough Residents

A number of the initiatives being reported will have an impact on the quality of life for residents in terms of their access to information.

Purpose of Report

To feedback service improvements and achievements within ICT and an update on the partnership working with Runnymede.

Key Issues

The report is for information only.

Financial Implications

None initially until contract renewal post 2012.

Corporate Priority All

Report Author: Helen Dunn, ICT Manager

Area of Responsibility: Terry Collier, Assistant Chief Executive

Cabinet Member: Cllr R Smith-Ainsley

MAIN REPORT

1. BACKGROUND

- 1.1 The former Improvement and Development Committee convened a Task Group of 6 Members to look at the ICT Outsourcing options post ICT contract end in 2010.
- 1.2 As the Steria contract was extended for a further 2 years bringing the contract renewal date back to 2012, the Task Group requested that they be kept up to date with ICT achievements and improvements in the meantime.
- 1.3 This will lead us naturally into the contract renewal process and the decisions to be made about how we deliver the ICT service post-2012.

2. KEY ISSUES

- 2.1 This report is for information only.

3. ACHIEVEMENTS

- 3.1 **Government Code of Connection (CoCo).** Compliance to the code is a mandatory requirement for local authorities. Initial compliance was achieved in January 2009 and first re-accreditation in November 2009. We submitted our third re-accreditation based on the new version 4.1 requirements of the CoCo in November 2010 and we were passed as complaint in January 2011. However, there were a number of caveats that we have to achieve by April, such as the implementation of Intrusion Detection software.
- 3.2 The Department for Work and Pensions (DWP) intend to charge £13,000 for the secure line (GCSx), but we are working on alternative methods of delivery (see 6.2).
- 3.3 We have been forced to remove the auto-forwarding of e-mails to accounts of a lower domain than .gov.uk. This has not been popular, particularly among some Members but it is unavoidable.
- 3.4 It is a significant achievement that as a small district we have managed to achieve accreditation and re-accreditation without external help from consultants (unlike many other colleagues) and the associated costs that would have incurred.
- 3.5 The 'My Spelthorne' area of the external web-site has been enhanced. We are in the process of testing 'Publisher' – a tool for publishing any back office information onto the external web site. This is going to replace what we currently use for the public to access planning application documentation on the web-site. The current software (UniForm Public Access) has always been problematic and the supplier wanted £20,000 for an upgrade. The use of Publisher has meant we have achieved this for much less and made the site more stable. Publisher is expected to be live by 23rd February 2011.

4. IMPROVEMENTS

Security

- 4.1 The programme of encryption of all laptops (Staff and Members) is almost complete. This means if a laptop is lost or stolen, no data can be extracted from it. This is one of the many requirements of CoCo.
- 4.2 Memory sticks/flash drives have been encrypted to protect the data on them.

- 4.3 Dual factor authentication for home, remote and mobile workers (including Members) is being tested by a pilot group of regular home working staff. This means access to the network will be through something you know (your user-id and password) and something you have (a token that produces a unique PIN each time you log on). Dual factor for Members will be rolled out after the local Elections in May 2011.
- 4.4 We now have 80 secure GCSx mailboxes installed.
- 4.5 Another security health check of the network and external penetration test have also been completed and no 'show stoppers' were identified. However, we are going to have to do regular security patching of all servers which will mean some out of hours down time.
- 4.6 The Employee Authentication System (EAS) being imposed on us by the DWP is replacing the current Customer Information System (CIS) in Housing Benefits. The use of webcams, smart card readers and pin generating tokens means all staff accessing the system must be authenticated at two levels.
- 4.7 These are all requirements of the CoCo.

5. Infrastructure.

- 5.1 There are now 57 servers running in a Virtual environment on 4 hosts and the Storage Area Network (SAN) has been installed. This will mean space issues for our data will become less critical. Energy consumption levels in the server room are being monitored and are expected to reduce, producing both revenue savings and reducing the Council's carbon footprint. The tables below show we are starting to see a reduction in consumption and cost.

1. Comparison of average daily reads for post virtual server months against pre virtual server months 2010

	Average per day		
	Consumption (kWh)	Cost (£'s)	Carbon Emissions (CO2)
Post virtual servers (mid Aug - Nov end)	287	23.12	154.38
Pre virtual servers 2010	319	25.67	171.48
Difference (saving)	-32.00	-2.55	-17.10

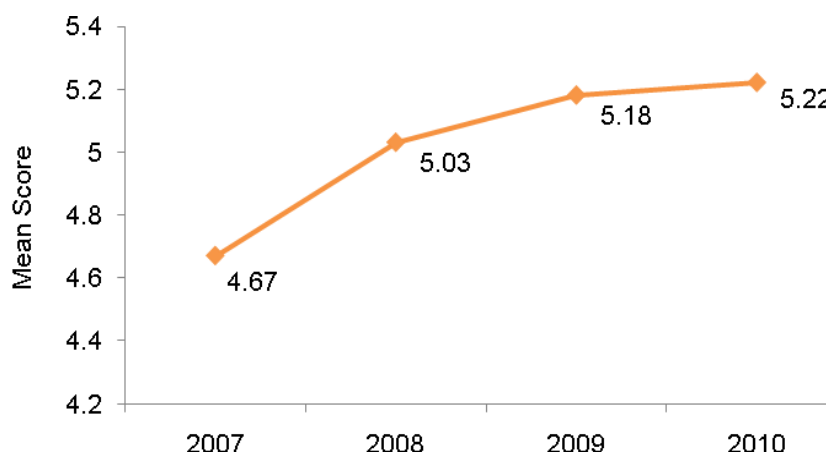
Approx. Monthly Savings	900 - 1000	70 - 80	500 - 520
-------------------------	------------	---------	-----------

2. Comparison of average daily reads for post virtual server months against previous year monthly reads

	Average per day		
	Consumption (kWh)	Cost (£'s)	Carbon Emissions (CO2)
Post virtual servers (mid Aug - Nov end)	287	23.12	154.38
Aug - Dec 2009	311	24.94	167.25
Difference (saving)	-24.00	-1.82	-12.87

Approx. Monthly Savings	700 - 800	50 - 60	380 - 400
-------------------------	-----------	---------	-----------

- 5.2 The use of the 'Follow Me' software on the Multi Functional Device printers has been very well received. This works in conjunction with our door entry swipe cards. Once a job is sent to the printer, it doesn't print until the user is at the printer and has swiped their card through as authentication. This will eliminate issues of confidential output being found at printers and of scooping up someone else's print by mistake. You can also delete items if no longer needed.
- 5.3 We have installed a new web-server for the Intranet and Internet and we now have a proper test and live environment.
- 6. ICT Satisfaction Survey
 - 6.1 The annual ICT survey produced a very good result for the overall perception of ICT at Spelthorne, as detailed in the graph below.



The scores are from 1 (poor) to 7 (excellent).

The result for the internal ICT team was also very promising as seen in the table below.

	Mean score	
	2009	2010
Overall	5.60	5.86
Attitude	5.69	6.03
Speed of response and resolution	5.49	5.71
Quality of delivery	5.57	5.87

The attitude score (highlighted) of 6.03 out of 7 is particularly pleasing.

- 7. Software
 - 7.1 We have been actively involved in providing support for the Northgate Housing system by ensuring they have back up for the system administrator.
 - 7.2 The Day Centre membership database and the Housing Needs database have been re-written by the System Support and Maintenance Officer in Access 2003. By doing both in-house, we have saved on external consultants fees.
 - 7.3 The ICT Training Officer has trained 194 people over 140 hours.

- 7.4 The GIS officer has created a new intranet mapping website to help with the Elections and has been assisting the Census Liaison Officer with matching of address data from our Local Land and Property Gazetteer (LLPG) for the 2011 Census.

http://mimas/Administrative_and_Electoral_Boundaries/

8. ISSUES

- 8.1 We have had three security incidents this year. The loss of a Member laptop had to be reported to the Information Commissioner but no sanctions were imposed. One virus was detected on the network but this was located and dealt with swiftly with no residual effects. One laptop was stolen from a car but this was encrypted.
- 8.2 Over the last 12 months we have received 3,423,600 e-mails. 32,425 of these contained viruses, all of which were safely quarantined. Of these e-mails, 2,253,089 (66%) were spam, again all of which were trapped.
- 8.3 The Steria helpdesk has taken 4089 helpdesk calls to date this year. We have done 77 moves and changes and used 42 minor development days and 34 new installs.

9. PARTNERSHIP WORKING

- 9.1 The Head of ICT at Runnymede plans to retire at the end of March 2011. The Chief Executives of Runnymede and Spelthorne have agreed in principle with the ICT Manager being seconded to Runnymede on a 50-50 split basis. This will produce savings on both sides and paves the way for more sharing. SLA's are being drawn up by both Legal teams and a hand-over period began on November 1st with regular visits and partnership meetings. The start date for the secondment is 1 April 2011.
- 9.2 We have successfully negotiated an agreement with Tandridge for them to host the Midland Trent HR Payroll system on our behalf. They will also be helping us with the structure and implementation. This is more economic solution and is another good example of working together.
- 9.3 The upshot of this is that we need to affect a physical connection between us and Tandridge. This will mean we will be joining up with those Surrey Districts already part of ESIP (East Surrey Infrastructure Partnership). We have negotiated with Virgin Media and by the new financial year it looks like all Surrey Districts will be connected and the networks can be 'joined up'. This is extremely positive for all forms of partnership working and mutual hosting.
- 9.4 The connection to e-SIP (this is how it is being re-branded) will also mean we can take advantage of Tandridge's connection to Kent. Rather than each Kent district having separate GCSx lines, Kent CC bought an 'aggregated' line that all the other districts connect to. This was a more cost effective solution. We are being offered the chance to use this 'bridge' in order to share use of Kent's aggregated line to GCSx. This will be much cheaper than paying for our own GCSx line but is dependant on us joining e-SIP.
- 9.5 We are currently in discussion with Woking BC about helping them with their GIS, specifically their Local Development Framework. This is in its early stages but we are hoping this will be a more formal arrangement for the future. And should help to generate some income. Connection to e-SIP will also facilitate this.

- 9.6 Spelthorne's telephone switch is out of date and needs replacing. We have no spare capacity and the handsets are getting more and more difficult to get. A number of Surrey districts use Mitel phones. These no longer require a traditional phone switch but use the network bandwidth and servers like a PC. This is called Voice over IP (VoIP) telephony. As there is much spare capacity within Surrey on the Mitel servers, we are investigating the possibility of initially Woking hosting the servers and software for us and making use of our own Gigabit network to provide VoIP to the desktops. This would save on a lengthy procurement and tender exercise and will also be a fraction of the price. Mitel have acknowledged the solution will work and the Surrey IT Managers will be progressing this. It will pave the way for sharing telephony once the Surrey Data Centre is commissioned.
- 9.7 **Surrey ICT Managers and Surrey First.** ICT is recognised as underpinning most elements of partnership working and is identified in the first stream of the Surrey First initiative. Whilst we pursue our relationship with Runnymede and by the time we have completed the initial discussions, we should have a clearer view as to how Surrey First would impact on such partnership proposals and how this might affect the outsourcing position.
- 9.8 Whereas before a number of the other districts were keen on us developing a Framework which they could buy into, there is a shade more reticence now given what Surrey First might deliver. There are no plans to make the Surrey First offering an outsourced service, it is suggested we can resource it within existing staffing

10. FUTURE PLANS

- 10.1 **Business Transformation Programme.** A number of projects coming out of the Business Transformation Programme will have an impact on ICT. Document Management piloting the use of Microsoft Sharepoint technology is being piloted in the new year. Initial development will be in document management, project management and room bookings.
- 10.2 The development of the external web-site using the new content management system is also planned, depending on the appointment of a new business analyst. The pilot for a mobile/remote/home working regime is also beginning in Environmental Health and Building Control. The Customer Relationship Management (CRM) system with integration between the back office Council Tax and Benefits applications and Customer Services is likely to be put back to the next financial year. ICT will be represented at all these projects.
- 10.3 Runnymede and Reigate and Banstead are joining is in discussion on all of these business transformation threads.
- 10.4 **Members ICT support.** A report outlining proposals on the future of ICT equipment and support for the Members went to Cabinet in January and was not well received. An updated version is being developed and should go to MAT in February and Cabinet in March with a view to implementation after the Election in 2011. This will mean Members provide their own equipment (with an increased allowance to off-set this) and we will support them through this transition process.
- 10.5 We would need to be flexible as one size will not fit all and some Members may not feel comfortable about purchasing their own equipment so we must ensure we are in a position to give them the best advice and support. ICT would be

prepared to facilitate this purchase and installation and make sure satisfactory support and warranties are in place as well as anti-virus and firewalls for protection.

- 10.6 A workshop for Members took place in the new year where a number of niggling ICT related problems were ironed out. However, attendance was disappointing. We will repeat this after the Election.
- 10.7 Other projects on the horizon include virtual desktop infrastructure (VDI) and we are testing a prototype, again with input from Runnymede.
- 10.8 An upgrade to Exchange 2010 for e-mail will begin in the new financial year.

Report Author: Helen Dunn, ICT Manager 01784 446248

Background Papers: Task Group report July 09, Next Steps ICT Task Group Oct 09, ICT Update Feb 10, Next Steps Feb 10, I & D Presentation Mar 10, Report I & D June 10.

Allotments - Briefing Paper

1. Introduction

- 1.1. The Allotment Act of 1922 defines the term “allotment garden” as:-

“An allotment not exceeding forty poles in extent which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family” (40 poles is 1,012 square metres).”
- 1.2. This description remains important because it defines the permitted use of an allotment plot.
- 1.3. Statutory allotments are on land which the Council owns, and which was either originally purchased for allotment use or has since been suitable for that use. Under Section 8 of the Allotments Act 1925 the Council must seek permission from the Secretary of State before selling or changing the use of the statutory site. The Council has to satisfy the Secretary of State on many different criteria before any decision is made.
- 1.4. Temporary allotments are land which is allocated for other uses but leased, owned or rented by an allotments authority. Temporary allotments are not protected from disposal the same way that statutory allotments are.
- 1.5. Spelthorne Borough Council has currently 14 allotment sites in the borough. This equates to 43.165 acres of allotments. The sites are reasonably widespread throughout the borough.
- 1.6. The Council owns two further allotment sites, Shortwood East and Shortwood South. Some of this land is used for grazing as well as allotments.
- 1.7. The sites vary greatly in terms of size, accessibility and site condition. The largest site is Commercial Road with 261 plots and the smallest is Ashford Close with 12 plots. The sizes of individual plots vary between 5 rods (126 square metres) to larger plots of 10 rods (253 square metres).
- 1.8. All the allotment sites in the borough have a waiting list which currently stands at 437 (as at 23/03/11). The waiting list may comprise of duplicate names requesting specific plots.
- 1.9. Previously, we have had various problems which included a long waiting list, non cultivation and no clear process in managing allotments. An allotment strategy was created to cover these areas and a working document was produced.

2. Key Issues

- 2.1. In the last financial year, fees and charges were raised by 20% and to counteract the previously low prices compared to neighbouring boroughs. They will be raised again for 2011/12. However, other boroughs have a higher standard of facilities of their allotment sites e.g. toilets and disabled facilities

- 2.2. Each site has a volunteer representative who acts as a communication link between the site and the Council. The role is as follows:-
- Meet new plot holders to show them their plots
 - Notify Streetscene of any maintenance problems, for example water pipes, fence and gate lock repairs
 - Contact Streetscene for a skip for the site
 - To note uncultivated plots and inform Environment Services
 - Attend meetings of the Allotment Liaison Committee meeting
 - Keep notice boards up to date
- 2.3. Some of the site representatives are very proactive and encourage the plot holders to get involved with clearances on sites. For example, the Groveley Road representative has booked the Community Pay Back team to clear pathways, generally tidy up and cut back hedges. Also, helping out elderly ploholders and arranging for the removal of rubbish and glass from the site. She has applied for grants, to improve the car park area and buy new hedging. They have clearance parties on site where all are involved clearing and tidying the site
- 2.4. For non cultivation of plots, the process we have currently is that a site inspection is carried out by the site representative at the beginning of the month. They then inform the Council by completing a colour coded map. A letter is then sent to the plot holder from customer services enquiring about problems maintaining the plot, the plot holder is asked to contact customer services within seven days of the letter to inform us of their situation, giving the plot holder a fair opportunity to redress the situation. Otherwise, the plot is re-let as soon as possible
- 2.5. Letters have gone out in March 2011 to all ploholders reiterating the process regarding non cultivation, informing of new added rules, security of sites, bonfires and the notification of the Annual Allotment Competition

3. **Next Steps**

- 3.1. We are working towards self-management and there are two key characteristics of success, firstly a high capacity of voluntary time, energy and expertise and the second is a commitment to working as a partnership
- 3.2. The advantages of self management give a sense of community, ownership and the ability to make decisions within the formal agreement. There is an opportunity for Associations to apply for a range of funding that the Council would not be able to access. But the formal agreement or license/lease there must be clear arrangements for dealing with difficult situations, terminate notices or managing waiting lists
- 3.3. A lot of work needs to be done to encourage new Allotment Associations to develop; setting up a self managed site will take up an officer time in the beginning as the group will require a lot of support.

Report Author: Sabena Sims - Parks Strategy Officer

01784 446327

PROCUREMENT UPDATE
Report of the Assistant Chief Executive
REPORT SUMMARY

How does the content of this report improve the quality of life of Borough Residents

Good procurement enables the Council to purchase fit for purpose goods and services on behalf of its residents for the best price, whilst sustainable procurement seeks to minimise the impact on meeting the needs of future generations of residents.

Purpose of Report

To provide an update to the Committee on progress being made with the delivery of cashable savings and on progress with implementing sustainable procurement arrangements

Key Issues

Surrey First collaboration
Seeking additional savings from existing contractors
Limited officer resources
Sustainable procurement progress
Procurement training
Supporting local businesses – training and meet the Buyers events
Transparency Agenda

Financial Implications

Spelthorne spends in excess of £10m per annum on goods and services
Vending machines £10k saving per annum
Cash in transit contract retender did not result in additional savings but largely maintained the savings from the previous exercise
Garden waste gate fee savings
Combined heat and power procurement will deliver future energy savings (estimated at between £7k and £15k per annum)
Savings anticipated within next 12 months from participation in Surrey First collaboration projects potentially in excess of £100k

Corporate Priority All

Officer Recommendations

The Committee is asked to note the report

Report Author: Terry Collier, Assistant Chief Executive

Area of Responsibility: Terry Collier, Assistant Chief Executive 01784 446296

Cabinet member: Councillor Bhadye

MAIN REPORT

1. BACKGROUND

- 1.1 Officers previously reported to the Improvement and Development Committee in January 2009 on the Council's Procurement Strategy. In that report officers commented on the lack of dedicated officer resources and the plans to join a partnership with Epsom and Ewell and Elmbridge Borough Councils, and the potential of using procurement spend data to identify and release procurement saving opportunities.
- 1.2 The 2009-10 procurement spend data for Spelthorne identified £10m spend on goods and services.

2. KEY ISSUES

Procurement Partnership

- 2.1 Resources continue to be a key challenge. Spelthorne did join the Procurement Partnership with Epsom and Ewell and Elmbridge Borough Councils in July 2009 which gave us access to 1 day a week to the partnership's shared head of procurement. This gave the Council additional resource to assist with development of training, procurements such as refuse vehicle procurement. However, the shared head of procurement was largely funded by the Improvement Efficiency South East agency and this funding came to an end in March 2011. In the context of the severe financial pressures the Council faced the decision was made initially by the other two authorities to cease the partnership and this Council decided that it could not justify meeting the full costs of employing this post one day a week.

Surrey First

- 2.2 Procurement has been made one of the five workstreams under the Surrey First programme. The officer Surrey Procurement Group (SPG), currently chaired by Assistant Chief Executive, Terry Collier has been made the delivery vehicle for achieving cashable savings. All the Surrey authorities including the County Council have supplied their procurement spend data for 2009-10 which has enabled initial analysis to be done of procurement categories and common suppliers. This resulted in a set of proposals which went to the Surrey First Joint Committee on 3rd February see appendix 1.
- 2.3 From the common procurement spend analysis the SPG has identified the following potential categories of spend as offering potential savings to the Surrey authorities:

Category	Surrey Wide Spend
Commercial Print	£2m
Postage	£1m
Catering/Food (day centres and schools)	£4m
Cleaning	£5m

Procurement exercises covering these areas are already underway led by the County Council which has the advantage of scale and considerable procurement resource. It is anticipated that across Surrey these projects will

deliver savings of £1m. The food tenders have been returned and at the time of writing the report are being analysed by Surrey County Council.

- 2.4 From the procurement spend analysis the SPG has identified a number of further areas where there may be potential collaborative savings if further analysis and work is undertaken. These include:

Category	Surrey Wide Spend
Insurance	£8m
Utilities	£15m
Vehicles	£4m
Sports and Playground	£2m
Leisure	£6m

Whilst Spelthorne had to press on with its own insurance tendering exercise see paragraph 2.7 later in this report, we are potentially interested in participating in collaborative discussions around shared claims management arrangements which could help free up resource within the Finance department.

- 2.5 The procurement spend analysis has identified a number of common suppliers who are providing goods or services to all or the majority of the Surrey councils. This provides the opportunity to firstly compare the rates we are each paying to identify if some authorities are getting better deals with a view to migrating all to the best rates. Secondly it provides the opportunity to attempt to negotiate collective deals with suppliers. As a number of the common suppliers are in the ICT category the SPG is working with the Surrey First ICT group to do some initial analysis on the ICT suppliers.
- 2.6 The Surrey Procurement Group has brought to the attention of the Surrey Leaders and Chief Executives the key constraint of the lack of procurement resources across the Surrey boroughs with 2.5 FTE of procurement professionals from April 2011 spread across 11 boroughs. The initial proposal for addressing this was to propose that those authorities with procurement staff seconded them on a part time basis to work on the above areas. At the Surrey First Joint Committee on 3rd February the Surrey Leaders decided to instead ask all authorities contribute towards the cost of a shared procurement professional to work for 12 months solely on delivering Surrey First cashable savings. The amount required per authority (including the County Council) is £7k. It is anticipated that with the officer in place average savings per authority in excess of £170k could be delivered – for our purposes we have assumed £100k for Spelthorne.

Procurements Undertaken

- 2.7 The Council is currently undertaking the procurement of its insurance cover. In September 2010 Office Service completed a procurement of vending machines and put in a new arrangement which will save the Council £10k per annum.
- 2.8 Across Surrey a new cash in transit framework contract was tendered which has been awarded to the existing contractor. There will be a small 2% increase in costs, but it needs to be remembered that when we joined the contract 3 years ago we achieved significant savings (£30k) and an improvement in service quality. From a benchmarking exercise it has been identified that if the authorities had separately procured our resulting costs would have been significantly higher.

Spelthorne's Principal Solicitor Victoria Monk made a significant contribution on behalf of the Surrey districts in ensuring that this procurement went smoothly.

- 2.9 There is currently a procurement exercise underway to procure a combined heat and power plant to supply the civic offices and the leisure centre. The council offices boilers are near the end of their working life. The CHP will deliver financial savings which will be shared between the Council and SLM the savings for Spelthorne are estimated at between £7k and £15k per annum. The contract will be awarded in the summer with the equipment to be installed before autumn.
- 2.10 A procurement is underway for cleaning of the offices and the day centres.
- 2.11 During the last year Spelthorne was one of five boroughs to come together to negotiate reduced gate fees for garden waste at a facility in Runnymede on an interim six month basis. By combining the authorities purchasing power we achieved a £100k saving for six months shared between the 5 authorities. A Surreywide longer term contract is currently being procured.
- 2.12 As part of the Asset Management partnership with Runnymede commencing formally 1st April we are in the process of letting combined contracts for planned, responsive and service contracts which are expecting to deliver savings of at least ten percent.

Savings with Existing contractors

- 2.13 As part of the process of seeking out budget savings officers entered into negotiations with two of its major suppliers, which has resulted in an additional £20k saving on grounds maintenance and a deal with SLM to provide capital equipment to them at a beneficial rate of interest providing the Council with a good rate of return on its capital. This is set out in the report which went to Cabinet on 15th February 2011.

Training

- 2.14 Legal services have done some training and awareness raising with respect to contract standing orders.

Sustainable Procurement

- 2.15 A three day Sustainable Procurement training course has been completed by the Sustainability Policy Officer. The first of the three modules has also been carried out at Spelthorne with key, senior officers attending. It is hoped further funding may be made available and the remaining two modules can be offered to Spelthorne officers.
- 2.16 The Flexible Framework (attached) is a national measuring tool to drive progress against the national sustainable procurement targets. We have been working toward the first level, Foundation, for a nearly a year and are expected to complete this by the end of this financial year. A significant amount of work has been done toward level two already and it is hoped that this will be completed by the end of 2011.
- 2.17 Work is on-going to review our high level spend areas and suppliers and ensure any risk areas have been identified. These supplies will need to be familiar with our Sustainable Procurement Policy and be assisted in working toward reducing their risk. This will also enable us to make more contact with local businesses and positively impact and assist the supply chain in their move to more sustainable practices.

- 2.18 Support is also being made available to officers within the authority that are writing contracts or tender documents to ensure sustainability questions are answered and risk has been mitigated. This is currently on-going with the Cleaning contract.

Supporting Local Businesses

- 2.19 On 27th September 2010 Spelthorne with Business to Business facilitated a training session for Spelthorne businesses on “how to do business with the council” which had about twenty five attendees and from whom we received favourable feedback.
- 2.20 On November 23rd and 24th Spelthorne BC officers staffed a stand at the Heathrow Meet the Buyers events where officers met a number of suppliers interested in doing business with the council. This led on to one contractor being used for works relating to one of the area regeneration schemes.

Transparency Agenda

- 2.21 The Coalition Government is keen to promote greater transparency of expenditure by public sector expenditure. The Secretary of State for Local Government is expecting local authorities to publish details of their spend on invoices above £500 on a monthly basis from January 2011. Spelthorne published on “Spot Light on Spend” in July 2010- a breakdown of its 2009-10 data – see link on our website:

http://www.spelthorne.gov.uk/your_council/cou_council_budgets/cou_spotlight.htm

With effect from December 2010 we have been publishing monthly details of our expenditure (more cost effective for us to publish directly) onto our website. See link on our website:

http://www.spelthorne.gov.uk/your_council/cou_council_budgets/cou_transparency.htm

We are publishing our details in a format which complies with the Government transparency requirements.

3. PROPOSALS

- 3.1 That the report be noted

4. BENEFITS AND SUSTAINABILITY

- 4.1 Sustainability issues dealt with under the section on sustainable procurement

5. FINANCIAL IMPLICATIONS

As set out in the report.

6. LEGAL IMPLICATIONS / OTHER CONSIDERATIONS

- 6.1 In any procurement the Council needs to ensure it complies with European and public sector procurement regulations.

7. RISKS AND HOW THEY WILL BE MITIGATED

- 7.1 In any procurement there is always the risk of challenge from suppliers, this is mitigated by thorough preparation of documentation and ensuring that we comply with our Contract Standing Orders and European and public sector procurement regulations.

Report Author: Terry Collier, Assistant Chief Executive 01784 446296

Background Papers: “There are none”

UPDATE ON PARTNERSHIPS
Report of the Assistant Chief Executive
REPORT SUMMARY

1. BACKGROUND

- 1.1 Spelthorne has always operated a wide range of means for delivering services including direct provision, contractual arrangements for services such as ICT and Grounds Maintenance, grant funding to the Voluntary Sector and more and more partnership arrangements.
- 1.2 Regular reports have been submitted to the Committee on Partnerships including a report in 2009 on Partnership governance. This report updates information on Partnership working covering people, buildings and resources and Surrey First.

2. CURRENT ACTIVITY

- 2.1 **Appendix 1** sets out the current wide range of partnership activity with other Local Authorities. The Committee will see that a number of arrangements have been made during 2010/11 especially with Runnymede, who are emerging as increasingly willing partners. Clearly the funding challenges have concentrated minds on delivering services in a much more efficient, cost effective and resilient way.
- 2.2 After a number of years of seeking to share provision of services with other local authorities in order to make savings, we are now making progress in finding willing partners. From November 2010 the Head of Human Resources has been Joint Head of HR with Runnymede and there will be a similar formal arrangement with ICT from April 2011 – both of which will be reviewed after 12 months. This builds on our Audit and Spelride partnerships with Elmbridge and our long term CCTV and SPAN partnerships. Since July we have also shared an Emergency Planning Officer with Runnymede. In turn, Runnymede will be providing asset management services to us from April 2011 although working towards this has been going on for some time. All of these new partnerships will help save the Council an additional £200,000 per annum, with the potential of greater savings in the future year.
- 2.3 The Council has also made great progress in freeing up office space at Knowle Green which can be let out to partners to generate revenue income for the Council. Last autumn Surrey Police moved into the top floor. Not only does this generate income for the Council, it enables the police to work alongside our Community Safety Team, whom we have relocated adjacent to the Police. To date we have freed up 26% of space at Knowle Green. Management Team have a target to increase this to 45% within two years.
- 2.4 We are also exploring the possibility of co-locating Council independent living staff with Surrey County Council Social Care staff and voluntary sector staff. This will not only assist the budget position, but also provide a more joined up service for our residents. Other opportunities for integrating services are also being looked at.
- 2.5 We are reviewing our assets to look at those which might be under-used or surplus, and which might have an alternative use. This will include looking at ways of using our assets to generate ongoing income streams. The Council is

actively supporting the Surrey-wide project looking at the use of public sector assets across Surrey including the possibility of a Knowle Green Public Village. Our Head of Asset Management is representing the 11 Surrey Districts on this project. This could see Surrey County Council, Surrey PCT and our own staff working alongside each other on common agendas. A more developed business case is being worked up for the Cabinet meeting in September.

- 2.6 We have successfully negotiated an agreement with Tandridge District Council for them to host the Midland Trent HR Payroll system on our behalf and they will also be helping us with the structure and implementation. This is a more economic solution than previously planned and is another good example of working together.
- 2.7 We are also currently in discussion with Woking BC about helping them with their GIS, specifically their Local Development Framework, which should generate some income. This is in its early stages but we are hoping this will be a more formal arrangement for the future.
- 2.8 Internal Audit is selling the ICT audit expertise of its auditors to Woking for specific pieces of audit work. The audit team is developing an effective informal working partnership with the Woking audit team.
- 2.9 Discussions have taken place with a number of other Authorities on their shared partnership arrangements including Welwyn Hatfield, Reigate and Banstead with Kent CC and Eastbourne, thus we are well aware of other possibilities. Reigate and Banstead are keeping us updated on how their partnership with Kent is developing.
- 2.10 The Chief Executive and Leader of the Council have been in further discussion with their opposite numbers in Runnymede regarding more potential partnership arrangements. A target of £30,000 has been set for 2011/12. These are being explored further at Heads of Services level.

3. Surrey First

- 3.1 Surrey First now has a seconded Surrey CC employee co-ordinating the various authorities, which should mean more progress across a number of fronts.
- 3.2 ICT is recognised as underpinning most elements of partnership working and has been identified in the first stream of the Surrey First initiative.
- 3.3 A Surrey data centre is being commissioned (with a back up site as well) that has been sized for all Surrey districts and boroughs as well as County. The idea is we all migrate our kit which will give us all more resilience and as it's a 'designed' site it will be environmentally efficient with a better carbon footprint making proper use of heating and cooling. We can then share resources more effectively and the Business Continuity/Disaster Recovery side of things becomes much more realistic. We will be charged for the use but it will be worth it in the long run. It is this design and long term plan that is enabling us to discuss shared telephony. We are essentially building our own 'cloud' based facility.
- 3.4 All the Surrey districts and boroughs are connecting to the ESIP network which means we will all be connected via a wide area network to one another and will be able to access each others networks (given the appropriate security etc). This is enabling us to have Tandridge host the HR/Payroll system for us along with several Surrey Districts and eventually (through Kent via Tandridge) we will make use of Kent's aggregated GCSX line which is much cheaper than us

having our own line. This is the precursor to the Public Sector network which will see all public sector services joining up and communicating.

- 3.5 Surrey County Council have arranged a Consortium Agreement which all districts and borough have signed up to. We can purchase equipment through this agreement without having to go through a tender process as Surrey have already tendered. It's a framework of sorts and the prices are very competitive.
- 3.6 We are also developing a Surrey shared ICT Strategy with a view to ensuring we all know what each other are doing and we don't embark on anything new until we've discussed it to see where sharing opportunities arise.
- 3.7 Procurement through Surrey First is being dealt with by Terry Collier in another report on this agenda.
- 3.8 The HR workstream covers a number of projects including harmonisation of HR policies, apprenticeship/NEETs, Training and Development programmes, Occupational Health. The most successful one is the project already referred to regarding Payroll/HR software involving Tandridge, ourselves, Waverley, Epsom & Ewell and Mole Valley. Elmbridge are likely to join soon and Reigate and Banstead are considering. Runnymede will be reviewing their situation late in 2011.
- 3.9 The IESE Surrey Public Sector Estates review has mapped and collected data regarding public sector partners property across Surrey. Surrey First have expressed a common decision to share building facilities across the County. A number of possible sites across the county have been identified as offering potential savings for rationalising/reconfiguring assets of public sector partners. We as a Council have proposed the possibility of developing a public sector village at Knowle Green and it is one of the sites near the top of the Surrey-wide list.
- 3.10 Paragraphs 2.3, 2.4 and 2.5 describe how we have already started to develop this through integrating County and Borough Councils and Voluntary sector services.
- 3.11 The Surrey Waste Partnership has moved forward and some major pieces of work have been undertaken. Since 2009 the delivery of actions under the 2006 Joint Municipal Waste Management Strategy have been reviewed and action taken for areas of under achievement. Potential partnership projects were identified, clarified and classified into high or low benefit; 24 projects were taken forward and their delivery regularly monitored and reported.
- 3.12 The Joint Municipal Waste Management Strategy has been revised with the new strategy, A Plan for Waste Management adopted by all Surrey authorities by the end of 2010.
- 3.13 However, it has also been realised the need to focus on efficiencies which can be achieved through joint working. The Partnership, therefore, commissioned a piece of work on improved joint working from AEA Technology with recommendations considered by the Partnership, Surrey Chief Executives and by Surrey First before the end of 2010. Examples of improved joint working are already occurring at operational levels e.g. fuel procurement, garden waste disposal, co-mingled recyclables gate fee reductions and significant savings are starting to materialise – approximately £200k of savings have been made Surrey-wide through joint procurement this year.

3.14 The action plan from the improved joint working project will be implemented and driven forward to further efficiency gains and also meet the world class recycling targets set in the Plan for Waste Management. If the recycling target is met by 014/15, recyclable sales are maximised through negotiation of best price within the partnership and local efficiencies are maximised then approximately £19M (cumulative over 5 years) can be saved by the partnership. It is emphasised that for the short, medium and long term efficiencies to be gained it will require greater joint working. The focus of the partnership is now on making the actions happen, within the prescribed timelines.

4. CONCLUSION

4.1 Spelthorne is at the forefront of a number of partnership arrangements involving public sector organisations. Some of the initiatives include sharing people, some building and some resources. All are aimed at reducing costs, improving efficiency and increasing resilience.

Report Author: Brian Harris, Assistant Chief Executive (01784 446249)
Cabinet Member: Councillor John Packman

Background Papers:
There are none

SPELTHORNE PARTNERSHIP WORKING

Function	Authority	Start Date
CCTV	Runnymede	1999
Asset Management	Runnymede	April 2011
Emergency Planning	Runnymede	November 2010
Human Resources	Runnymede	November 2010
IT	Runnymede	April 2011
SPAN	Mole Valley	2004
Audit	Elmbridge (originally also working with Surrey Heath from 2006-2010) Some work with Woking 2010)	2008
Procurement	Elmbridge (also involving Epsom & Ewell)	2009
Spelride Administration	Elmbridge	April 2010
Search moves – Choice based lettings involving 2 RSLs; Elmbridge Housing Trust; A2D	Elmbridge + Runnymede	March 2010
Human Resources System	Tandridge also involving Epsom and Ewell, Waverley, Mole Valley and interest from Elmbridge, Reigate and Banstead and Runnymede	April 2011 Implementation targeted for October 2011.
ICT resilience	All Surrey Districts / Boroughs + County Council	
Procurement (we chair)	As above	
Assets (we seconded Carol Sheridan)	As above	
Surrey Waste Collaboration	As above	
Legal resilience work	As above	
Legal procurement support to procurement collaboration projects, ie cash in transit and asset collaboration	As above	
As an observer	Reigate + Kent	

March 2011

OVERVIEW AND SCRUTINY COMMITTEE

WORK PROGRAMME

Meeting date	Topics
Thursday 16 June 2011	<p>Election of Chairman and Appointment of Vice Chairman</p> <p>Terms of Reference / role of committee / dates /times and venue of future meetings</p> <p>Review of the Code of Corporate Governance</p> <p>Capital and Revenue Monitoring reports</p> <p>Standard items: Minutes, Matters arising, Cabinet Forward Plan / Task Groups</p> <p>Work Programme</p>